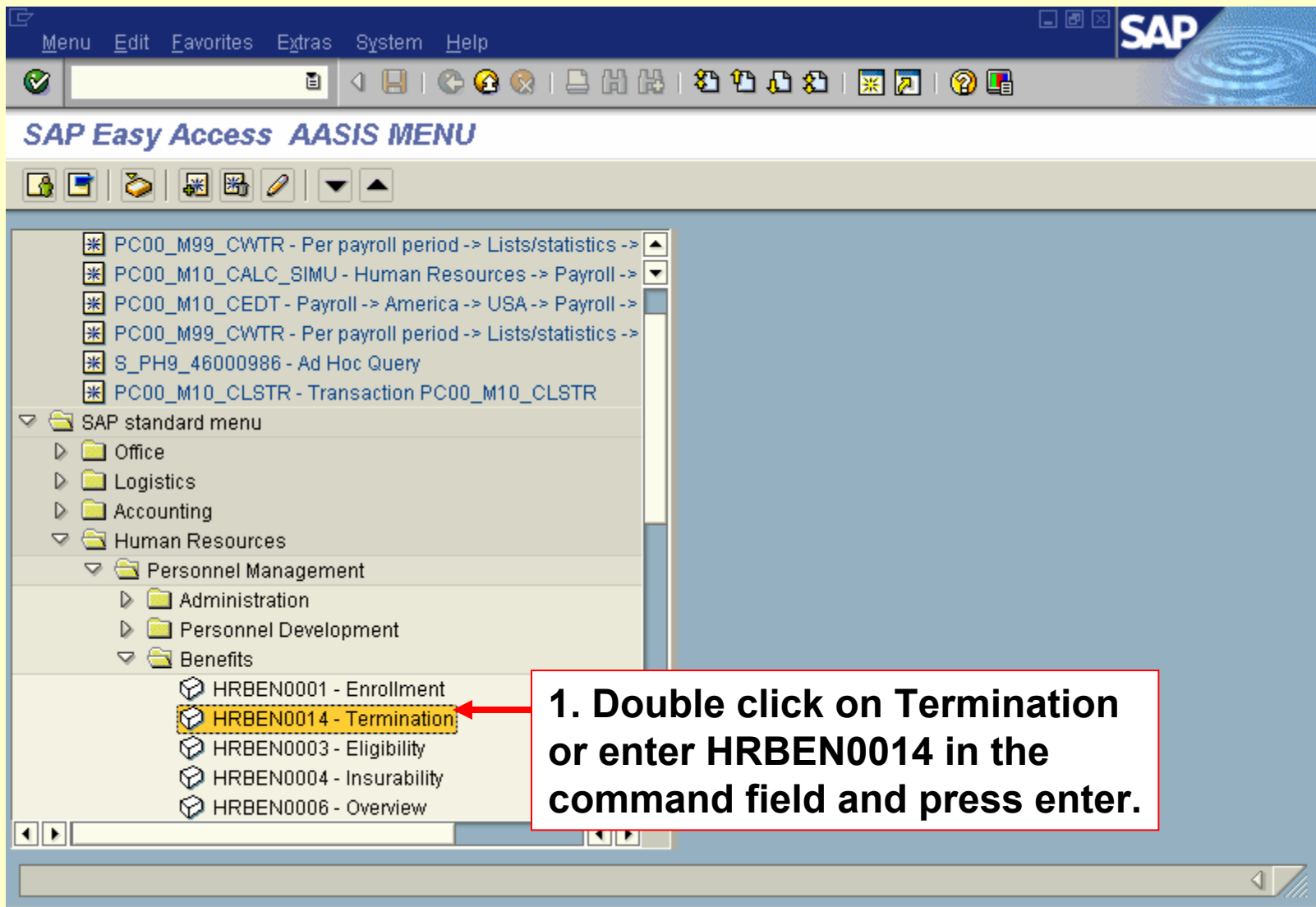


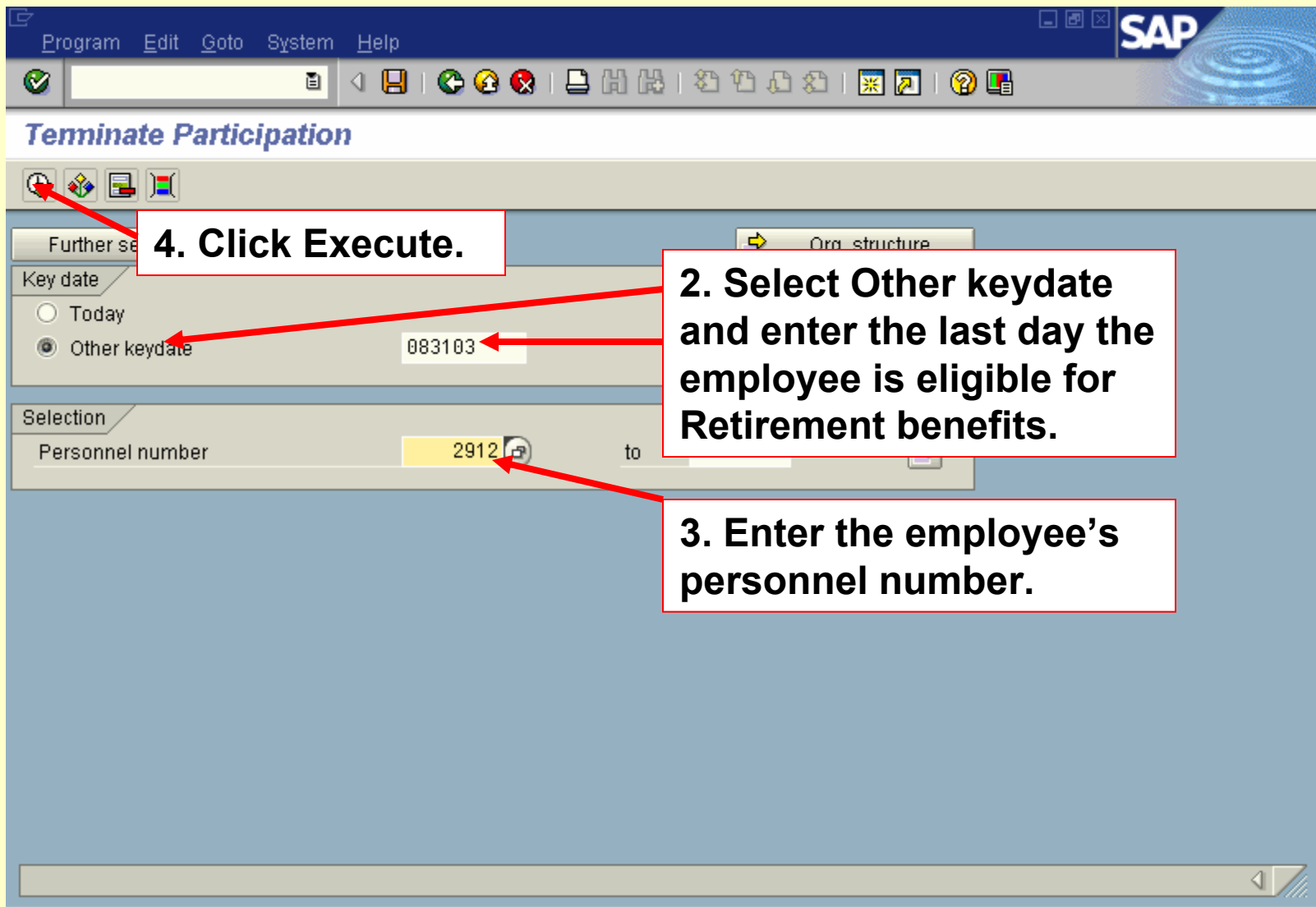
Demonstration

- Enroll employee in the retirement plan
ATRS T-DROP 13%

Human Resources > Personnel Management >
Administration > Benefits > Termination
(HRBEN0014/PA30/HRBEN0001)



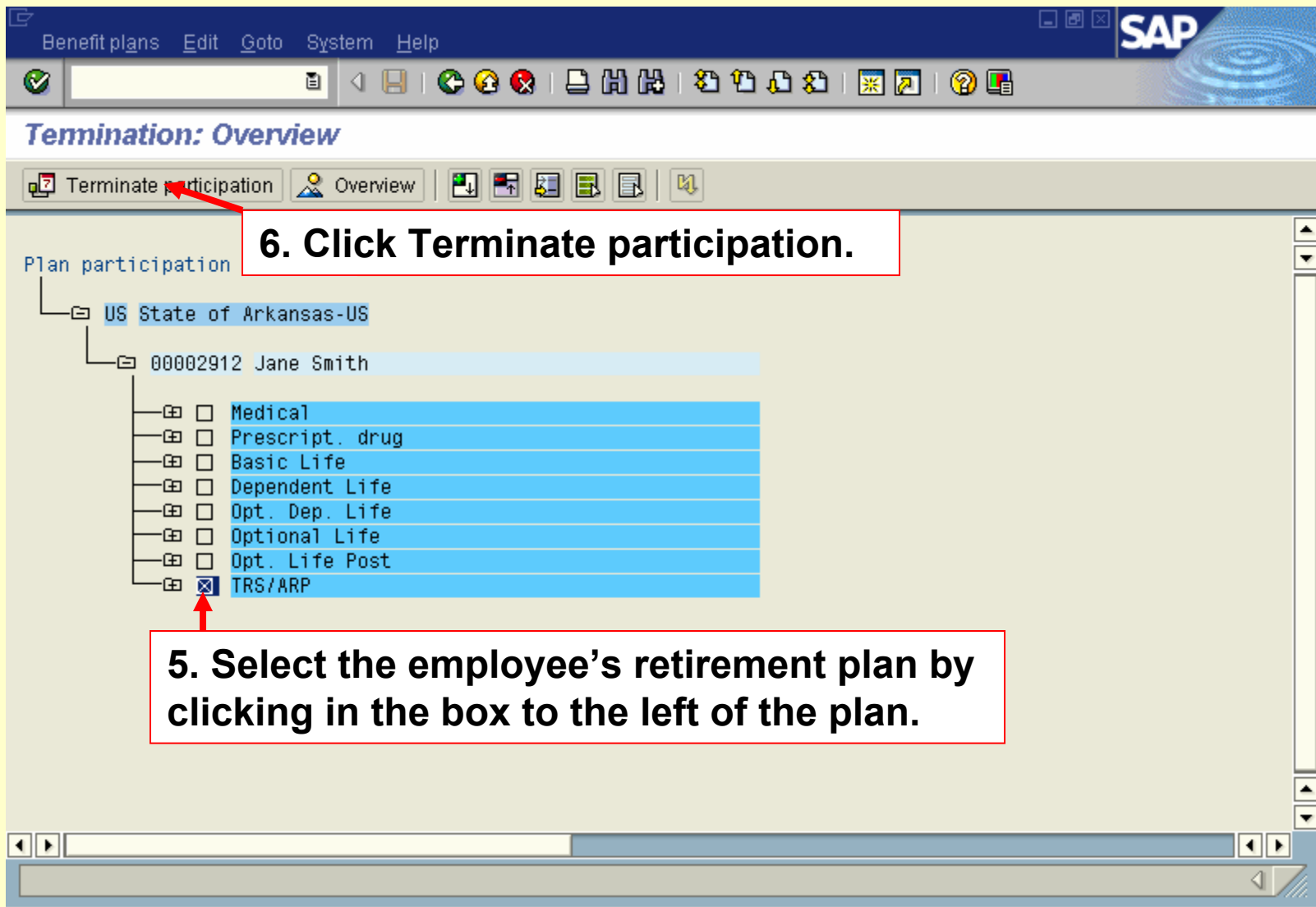




The screenshot shows the SAP 'Terminate Participation' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a title bar with the SAP logo. The main area contains several input fields and buttons. Red arrows point to specific elements with instructional text boxes:

- 4. Click Execute.** Points to the 'Execute' button (a clock icon) in the top left of the main area.
- 2. Select Other keydate and enter the last day the employee is eligible for Retirement benefits.** Points to the 'Other keydate' radio button and the '083103' date field.
- 3. Enter the employee's personnel number.** Points to the 'Personnel number' field containing '2912'.

The screen also includes a 'Further selection' section with a 'Key date' dropdown (set to 'Other keydate') and a 'Selection' section with a 'Personnel number' field.

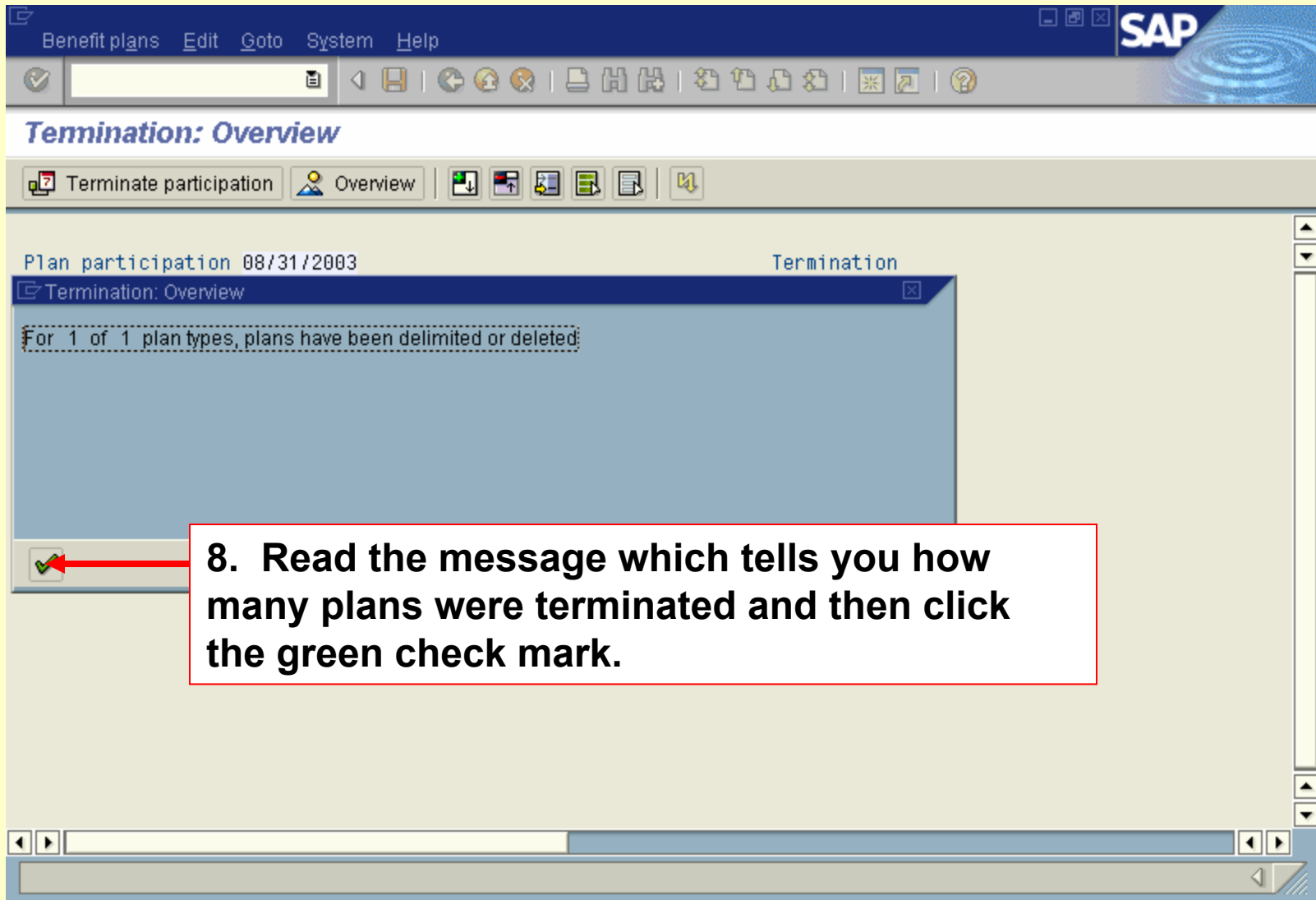


The screenshot shows the SAP 'Termination: Overview' window. The 'Terminate participation' button is highlighted with a red box and an arrow pointing to it. Below this, the 'Plan participation' section shows a tree structure for 'US State of Arkansas-US' and '00002912 Jane Smith'. A list of benefit plans is displayed, with 'TRS/ARP' selected, indicated by a red box and an arrow pointing to the selection box.

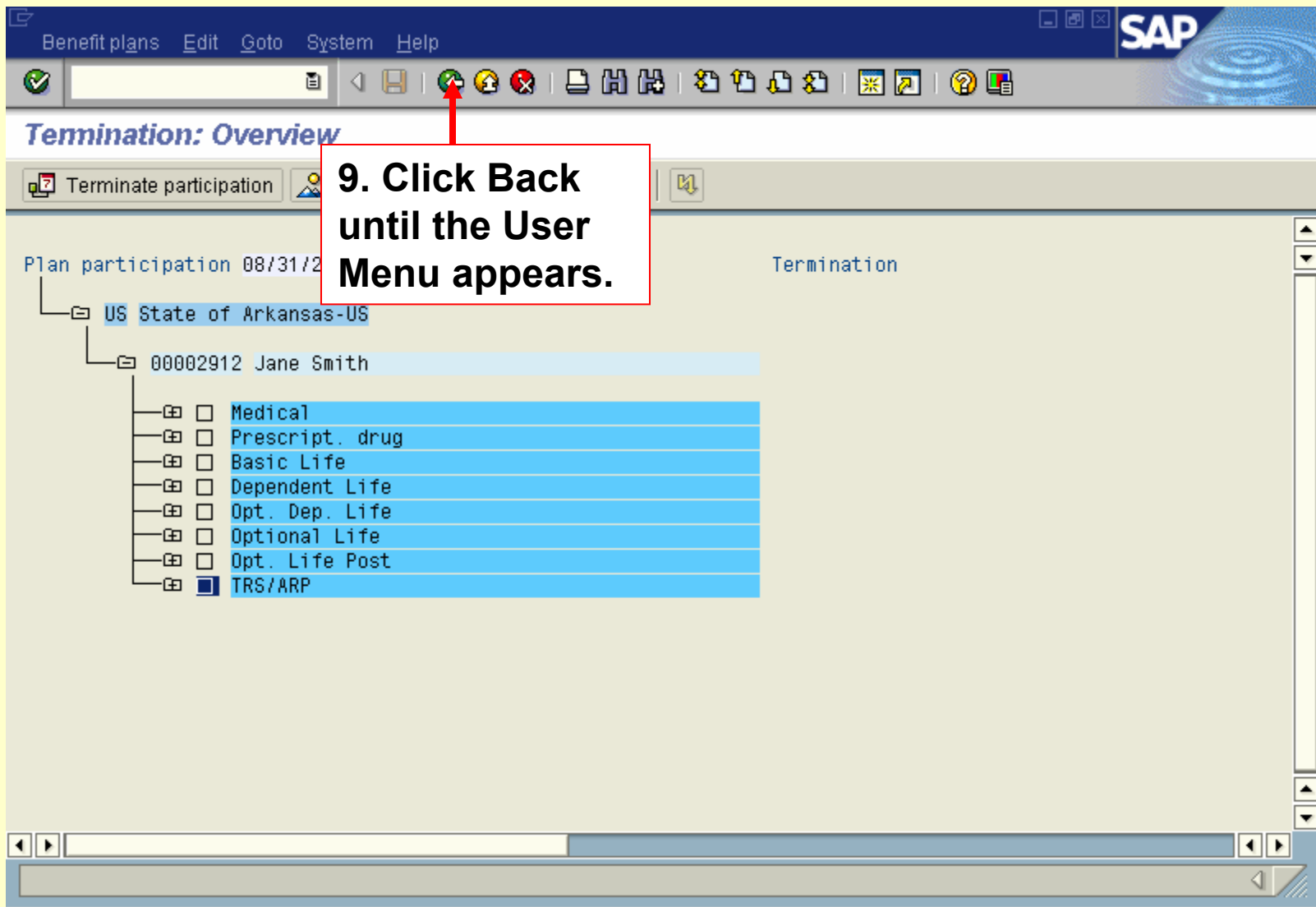
6. Click Terminate participation.

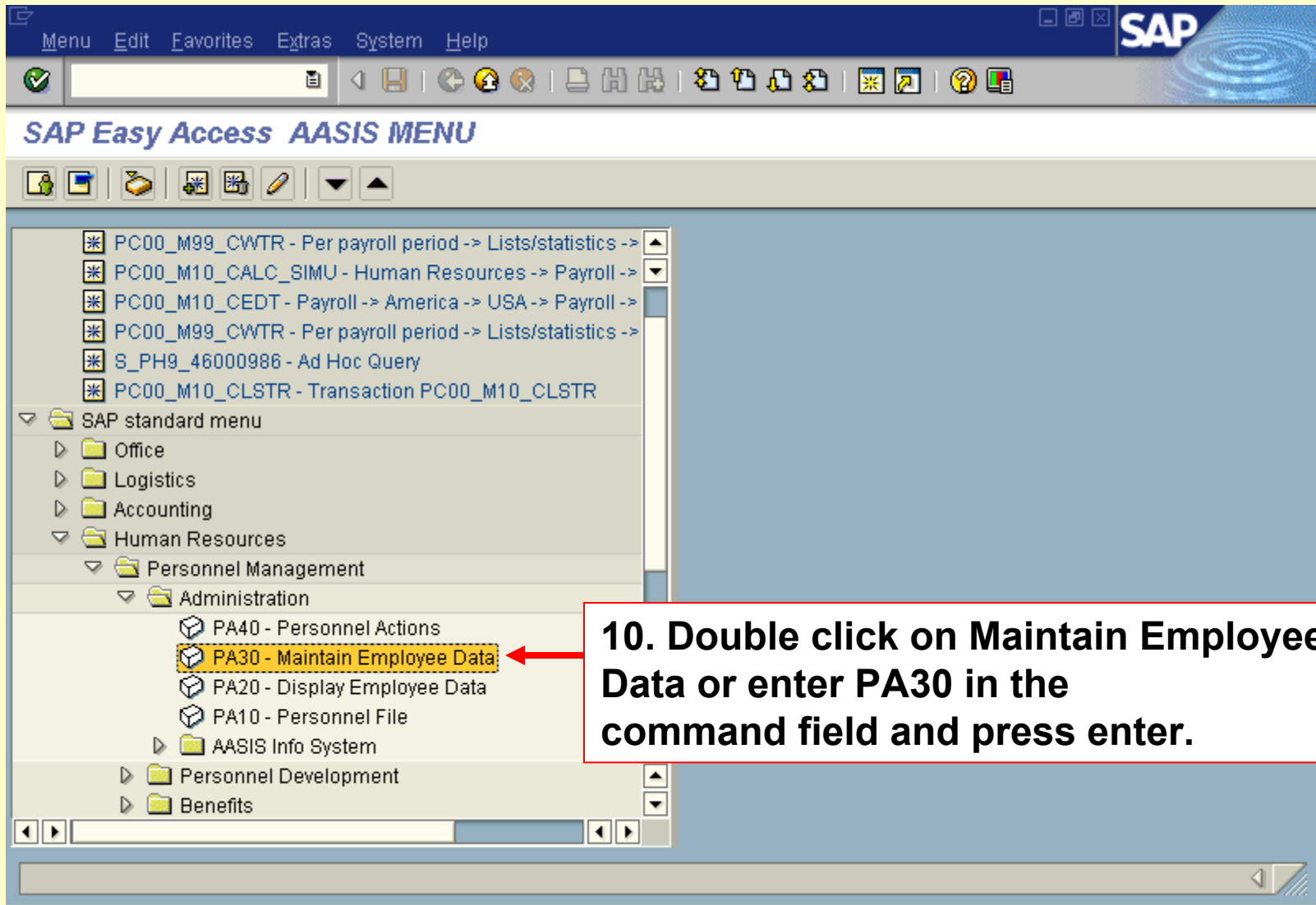
5. Select the employee's retirement plan by clicking in the box to the left of the plan.

[illegible]



8. Read the message which tells you how many plans were terminated and then click the green check mark.





HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. **2912**

Name Jane Smith

EE group 1 Regular State ... Pers

EE subgroup UE Employee Cost Center

Employment Issues Career Management **Benefits** Payroll Taxes

General Benefits Information ✓
 Family/Related Person ✓
 Adjustment Reasons
 Health Plans ✓
 Insurance Plans ✓
 Savings Plans ✓
 Flexible Spending Accounts ✓
 Benefits Medical Information ✓
 COBRA-Qualified Beneficiary
 COBRA Health Plans

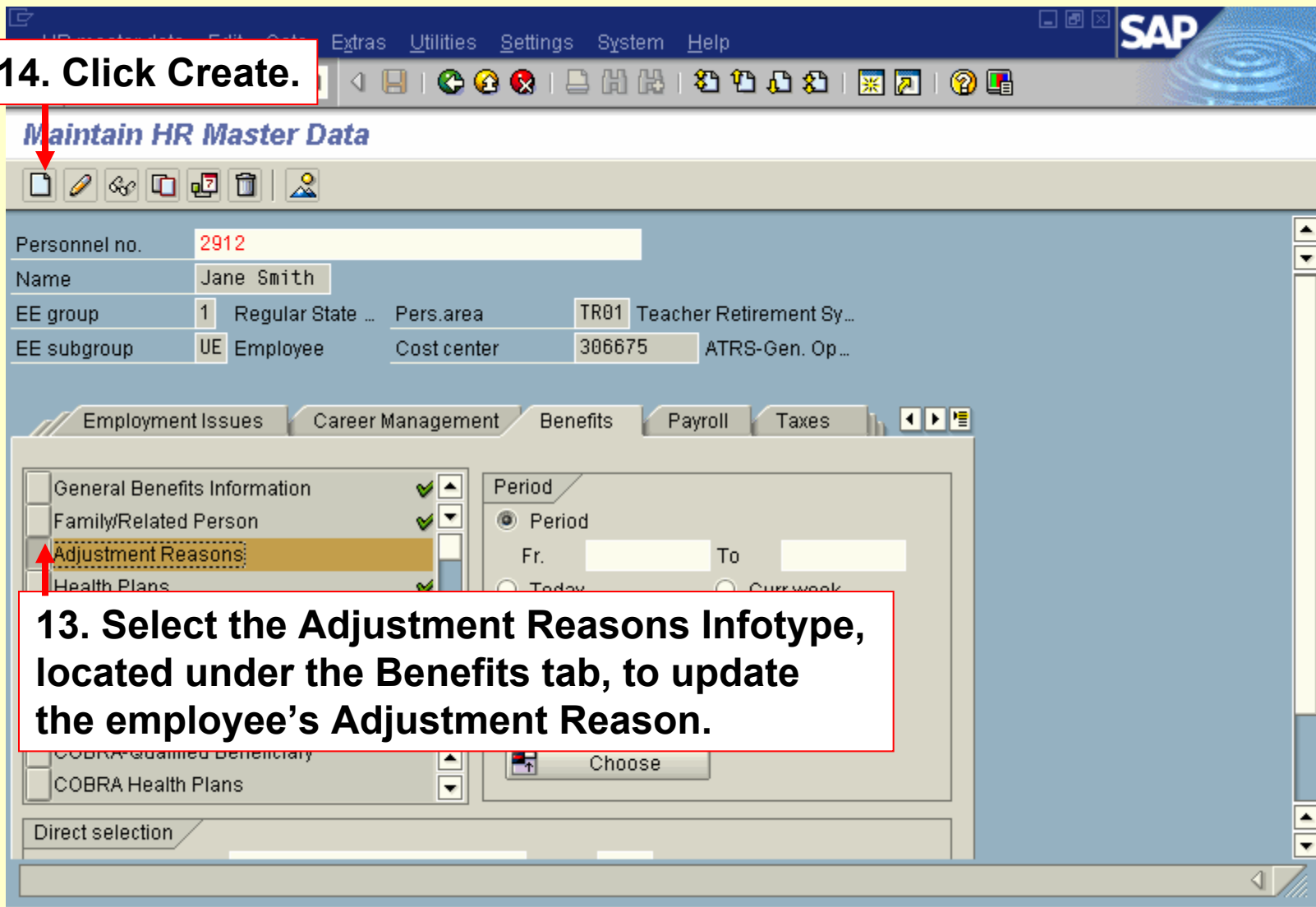
Period
 Fr.
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Curr.period ☐ Current year
 Choose

Direct selection

**11. Enter the employee's personnel number.
If you do not know the number, use the match code search functionality to search by name.**

12. Use the left and right scroll buttons to select the Benefits tab.

14. Click Create.



Maintain HR Master Data

Personnel no. **2912**

Name **Jane Smith**

EE group **1** Regular State ... Pers.area **TR01** Teacher Retirement Sy...

EE subgroup **UE** Employee Cost center **306675** ATRS-Gen. Op...

Employment Issues Career Management **Benefits** Payroll Taxes

General Benefits Information ✓
 Family/Related Person ✓
Adjustment Reasons
 Health Plans ✓
 COBRA-Excluded Beneficiary
 COBRA Health Plans

Period
 Period
 Fr. To
 Today Cur week

Choose

Direct selection

13. Select the Adjustment Reasons Infotype, located under the Benefits tab, to update the employee's Adjustment Reason.

Infotype Edit Goto Extras System Help

17. Click Enter.

Create Adjustment Reasons

Personnel no 2912 Name
 EE group 1 Regular State Em... Personnel ar
 EE subgroup UE Employee SSN
 From 09/01/2003 to 12/31/9999

15. Enter the DROP effective date in the 'From' field.

Benefit area State of Arkansas-US
 Adjustment reason

- Family Status Change
- HIPAA
- New Hire Enrollment
- Transfer(Rtr. Plans)
- Transfer (All Plans)
- Return from LWOP
- Misc Benefit Changes**
- Promotion/Demotion
- Rehire

16. Select 'Misc. Benefit Changes' from the drop-down list.

SAP

Infotype Edit Goto Extras System Help

Create Adjustment Reasons

Personnel no 2912 Name Jane Sm... Status Active

EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System

EE subgroup UE Employee SSN 431 -25 -7766

From 09/01/2003 to 12/31/9999

Benefit area State of Arkansas-US

Adjustment reason Misc Benefit Changes

Deviation from end date

Current end date: 12/31/9999

Calculated end date: 10/01/2003

Do you want to replace the current end date with the calculated end date?

Yes No Cancel

18. Click Yes.



Infotype Edit Goto Extras System Help

SAP

19. Click Save.

Create Adjustment Reason

Personnel no 2912 Name Jane Sm... Status Active

EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System

EE subgroup UE Employee SSN 431-25-7766

From 09/01/2003 to 10/01/2003

Benefit area State of Arkansas-US

Adjustment reason Misc Benefit Changes

Save your entries

Infotype Edit Goto Extras System Help

SAP

Create Adjustment Reasons

Personnel no 2912 Name Jane Sm... Status Active

EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System

EE subgroup UE Employee SSN 431-25-7766

From 09/01/2003 to 10/01/2003

Benefit area State of Arkansas-US

Adjustment reason Misc Benefit Changes

Goto enrollment

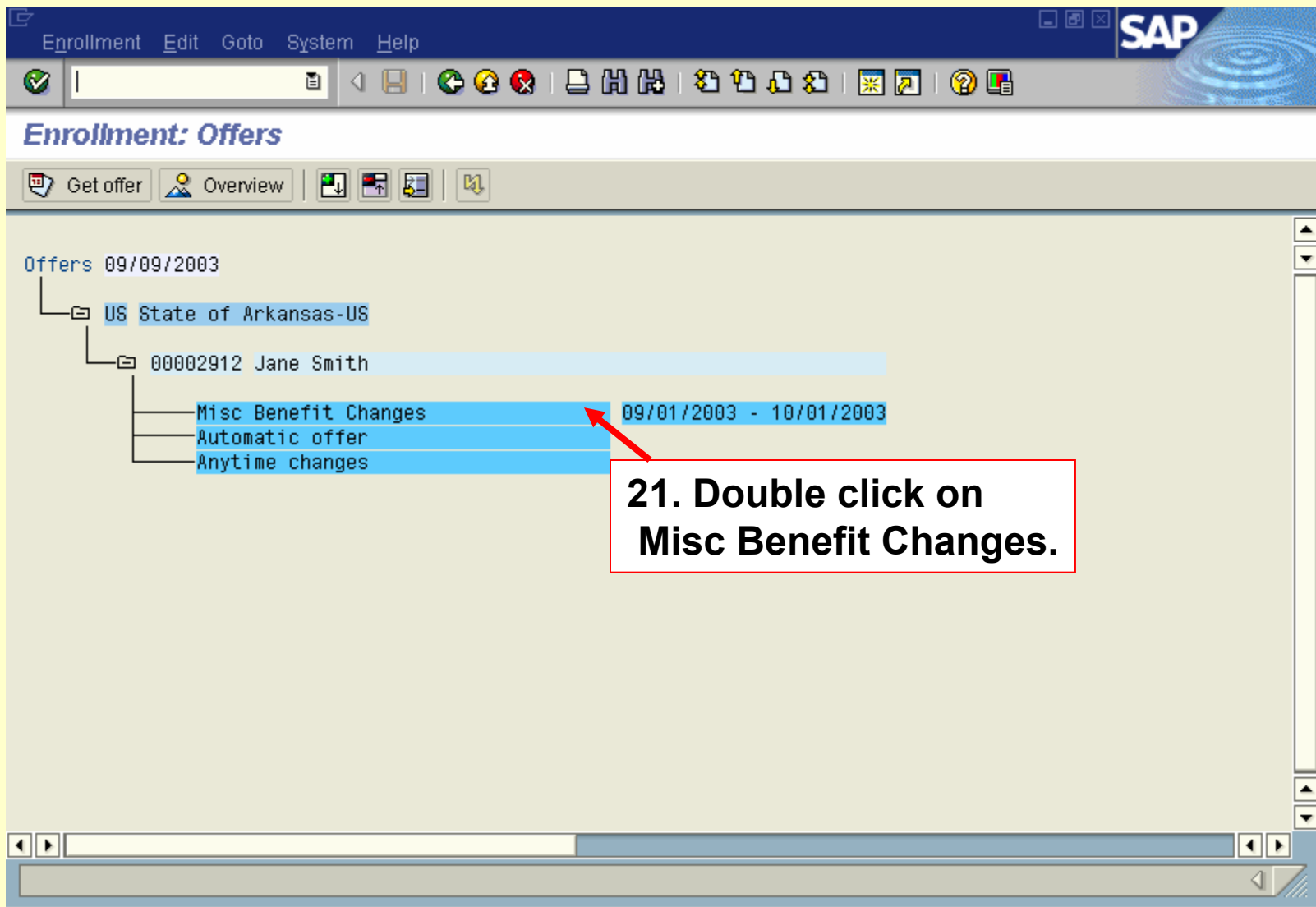
Do you want to goto enrollment?

Yes

No

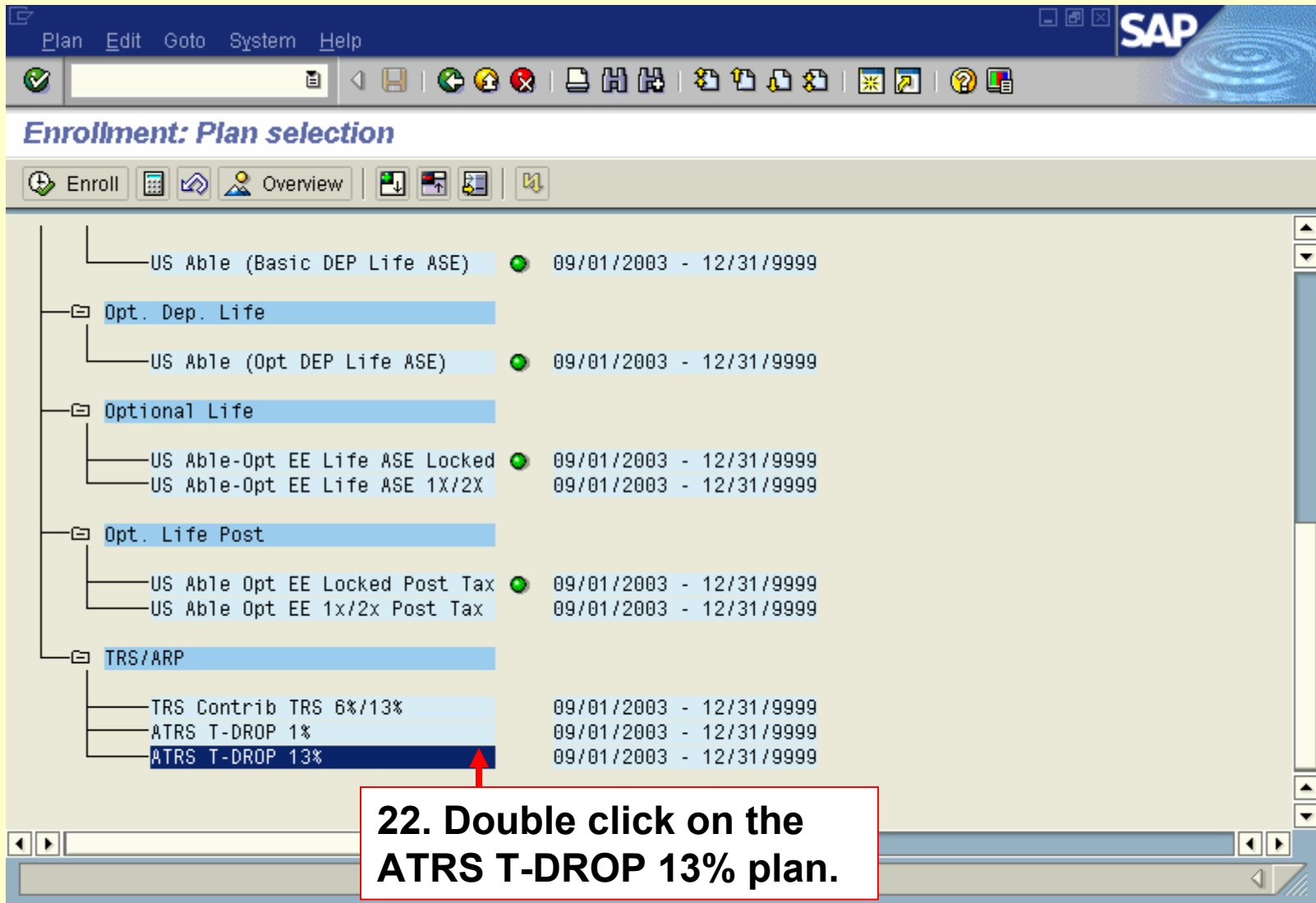
Cancel

20. Click Yes.



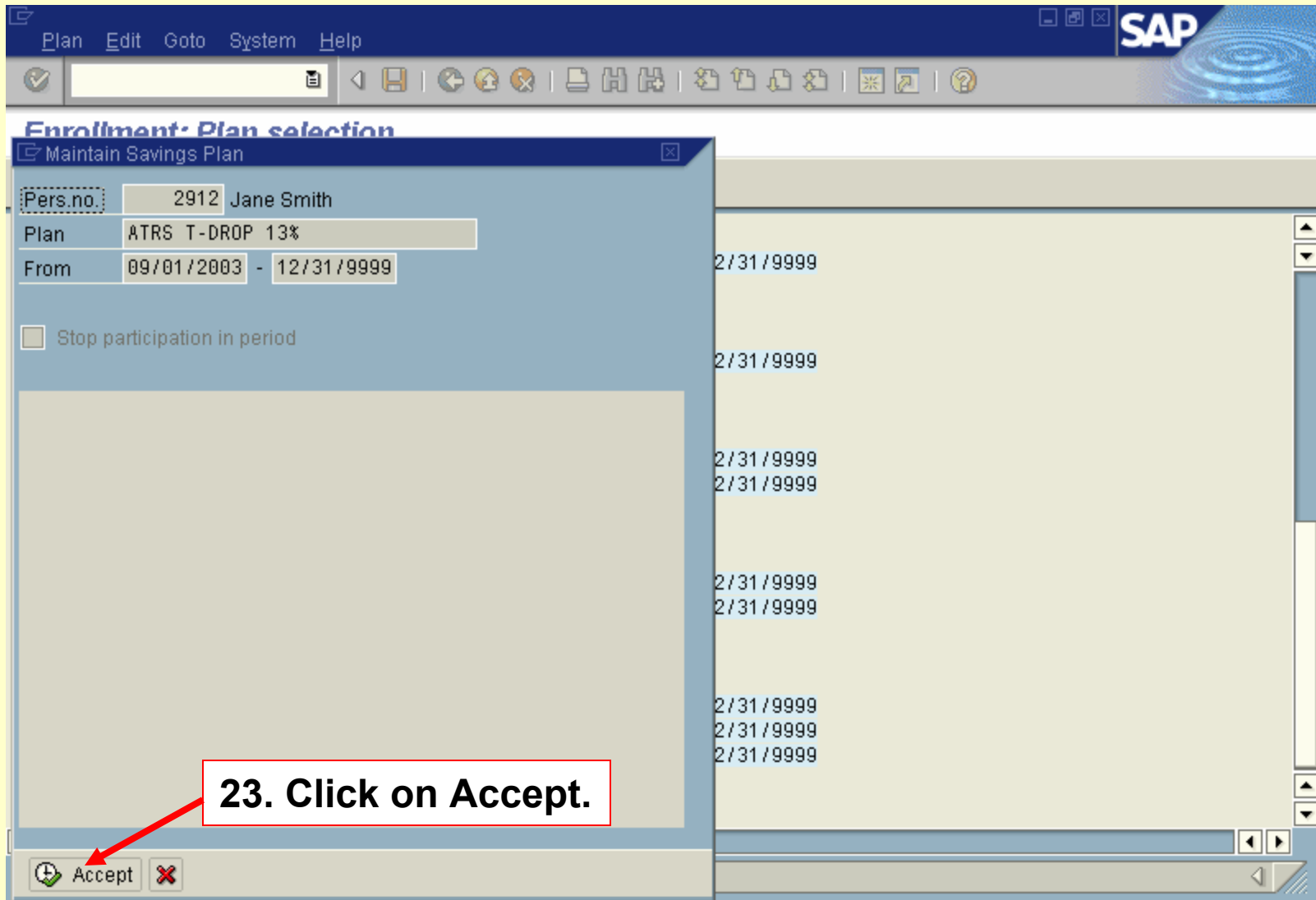
The screenshot shows the SAP 'Enrollment: Offers' screen. The menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays a tree structure of offers. The path is: Offers 09/09/2003 > US State of Arkansas-US > 00002912 Jane Smith. Under '00002912 Jane Smith', there are three items: 'Misc Benefit Changes', 'Automatic offer', and 'Anytime changes'. The 'Misc Benefit Changes' item is highlighted in blue and has a date range '09/01/2003 - 10/01/2003' next to it. A red arrow points from a text box to this item.

21. Double click on Misc Benefit Changes.



The screenshot shows the SAP 'Enrollment: Plan selection' window. The interface includes a menu bar (Plan, Edit, Goto, System, Help), a toolbar with various icons, and a main content area displaying a tree structure of enrollment plans. The 'Opt. Life Post' folder is expanded, showing several plans. A red arrow points to the 'ATRS T-DROP 13%' plan, which is highlighted in blue. A text box at the bottom of the screen provides instructions for the next step.

22. Double click on the ATRS T-DROP 13% plan.



The screenshot shows the SAP 'Enrollment: Plan selection' screen. The main window has a title bar 'Maintain Savings Plan'. Below the title bar, there are input fields for 'Pers.no.' (2912 Jane Smith), 'Plan' (ATRS T-DROP 13%), and 'From' (09/01/2003 - 12/31/9999). There is a checkbox labeled 'Stop participation in period'. The main area of the screen is a list of dates, all of which are '2/31/9999'. At the bottom left, there is an 'Accept' button with a green checkmark icon. A red arrow points from a text box to this button.

23. Click on Accept.

SAP

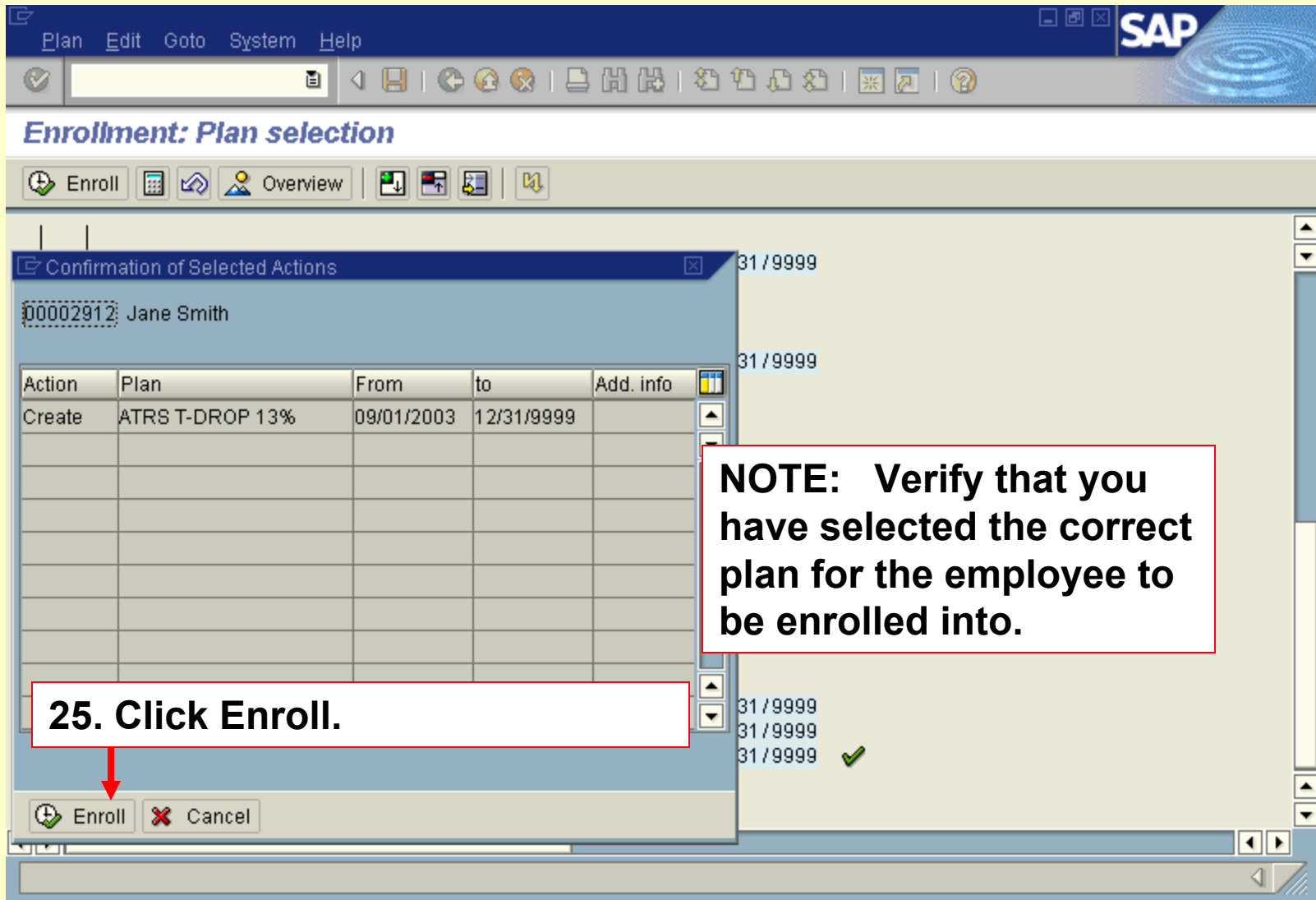
Plan Edit Goto System Help

Enrollment: Plan selection

Enroll Overview

24. Click Enroll.

US Able (Basic DEP Life ASE)	09/01/2003 - 12/31/9999	
Opt. Dep. Life		
US Able (Opt DEP Life ASE)	09/01/2003 - 12/31/9999	
Optional Life		
US Able-Opt EE Life ASE Locked	09/01/2003 - 12/31/9999	
US Able-Opt EE Life ASE 1X/2X	09/01/2003 - 12/31/9999	
Opt. Life Post		
US Able Opt EE Locked Post Tax	09/01/2003 - 12/31/9999	
US Able Opt EE 1x/2x Post Tax	09/01/2003 - 12/31/9999	
TRS/ARP		
TRS Contrib TRS 6%/13%	09/01/2003 - 12/31/9999	
ATRS T-DROP 1%	09/01/2003 - 12/31/9999	
ATRS T-DROP 13%	09/01/2003 - 12/31/9999	✓



Enrollment: Plan selection

Confirmation of Selected Actions

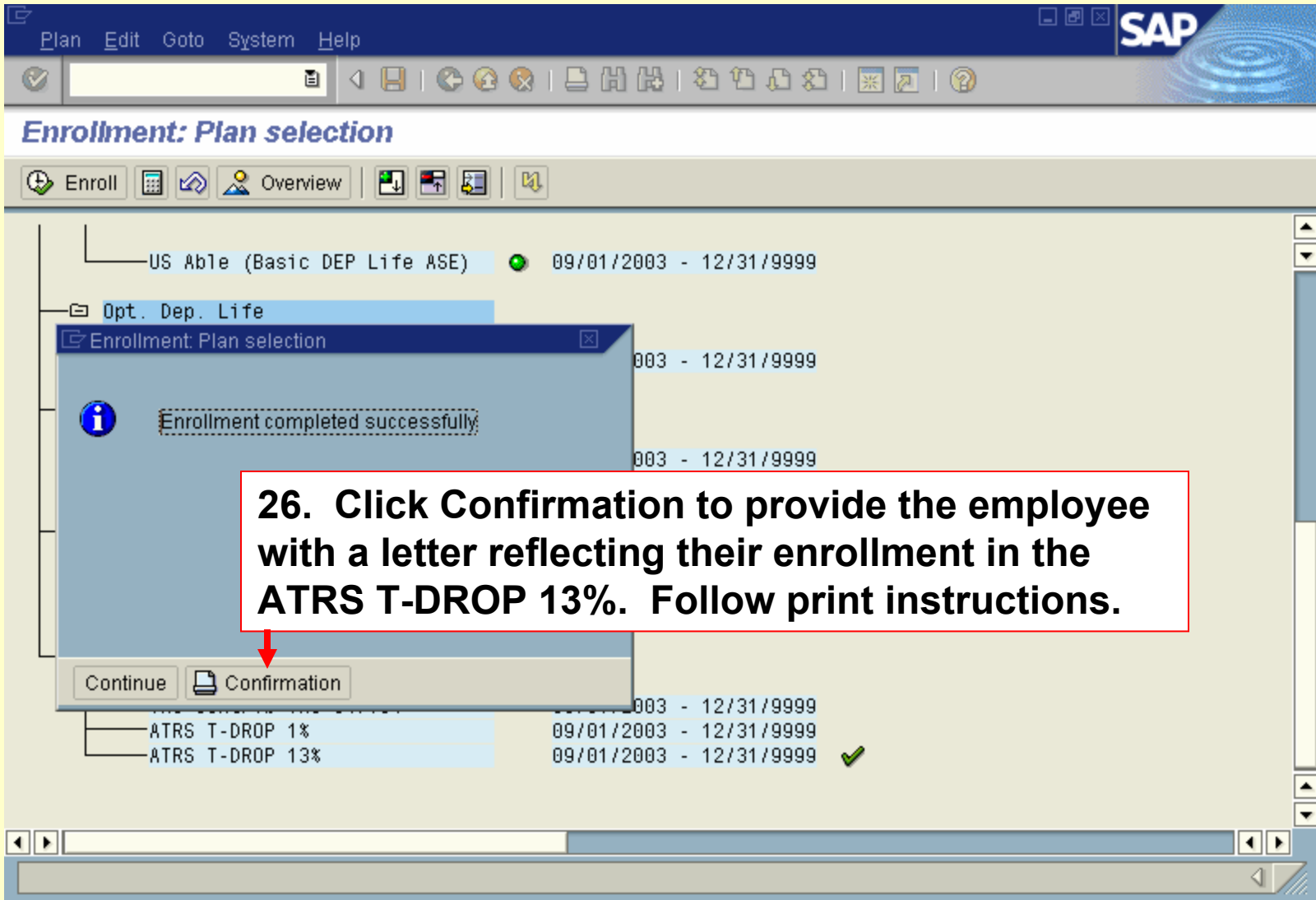
00002912 Jane Smith

Action	Plan	From	to	Add. info
Create	ATRS T-DROP 13%	09/01/2003	12/31/9999	

25. Click Enroll.

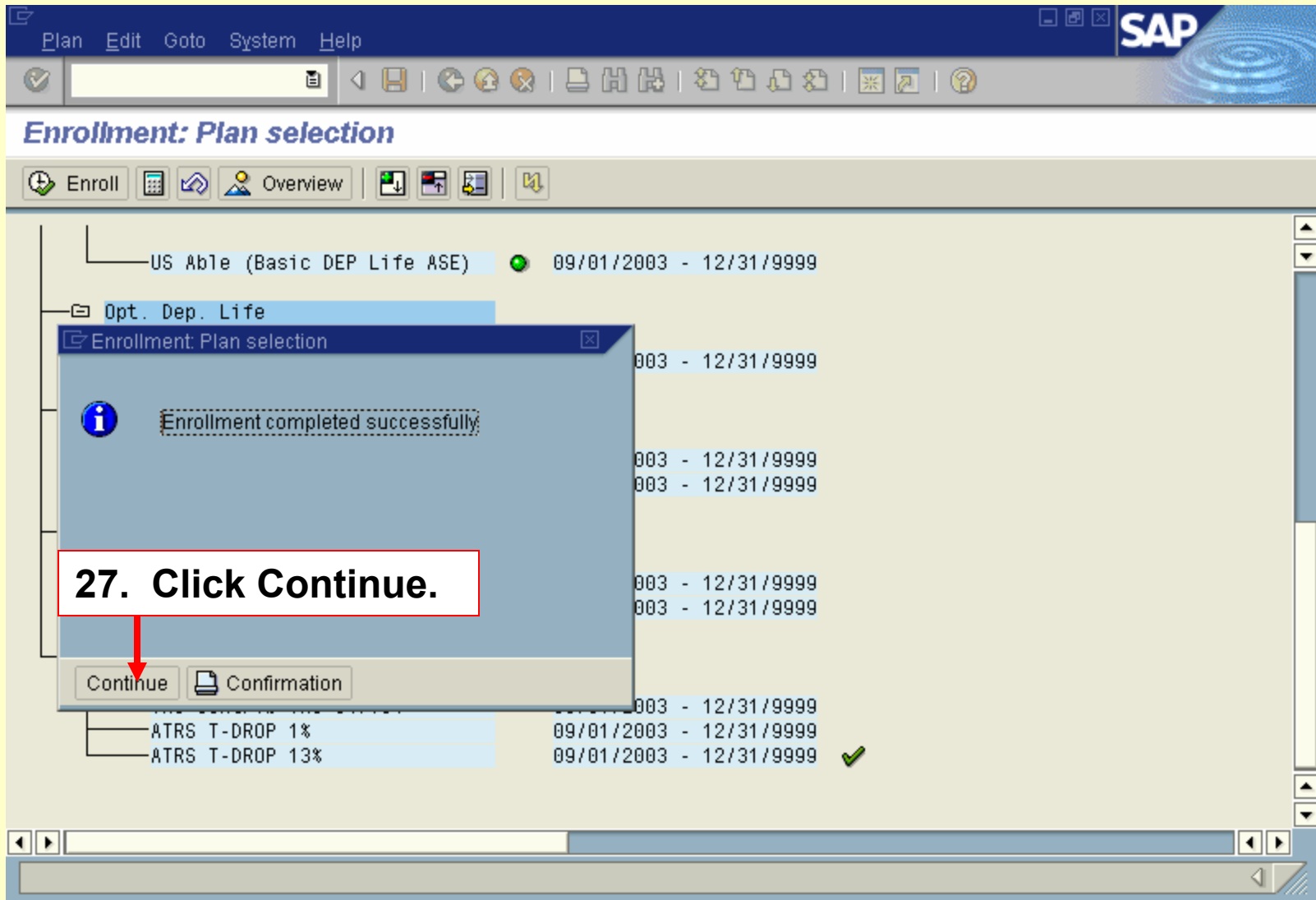
NOTE: Verify that you have selected the correct plan for the employee to be enrolled into.

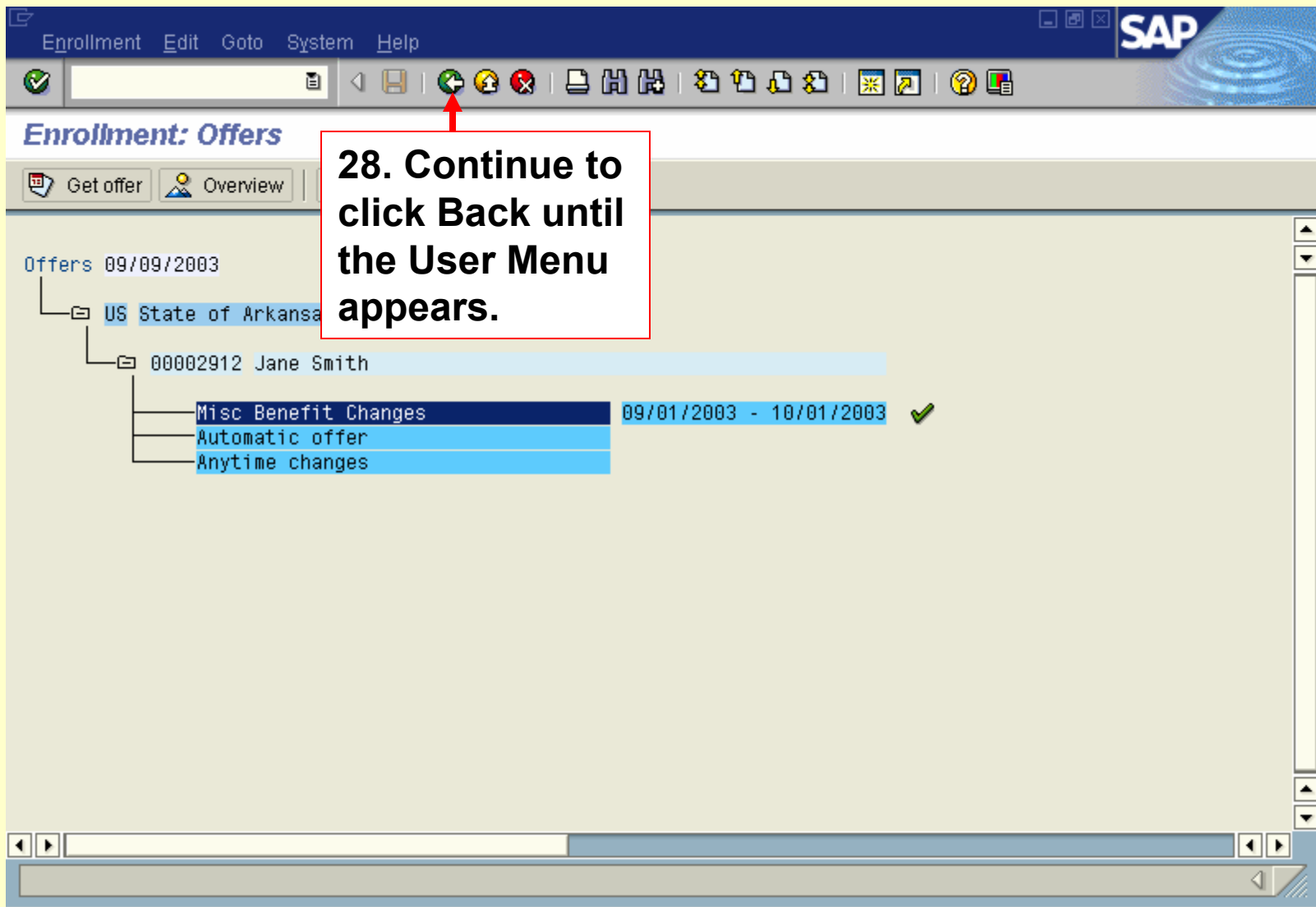
Enroll Cancel



The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window displays a list of enrollment plans for a user named 'US Able (Basic DEP Life ASE)'. The list includes 'Opt. Dep. Life' and 'Enrollment: Plan selection'. A message box indicates 'Enrollment completed successfully'. Below the message box, there are two buttons: 'Continue' and 'Confirmation'. A red arrow points to the 'Confirmation' button. A text box with a red border contains the instruction: '26. Click Confirmation to provide the employee with a letter reflecting their enrollment in the ATRS T-DROP 13%. Follow print instructions.'

26. Click Confirmation to provide the employee with a letter reflecting their enrollment in the ATRS T-DROP 13%. Follow print instructions.





The screenshot shows the SAP 'Enrollment: Offers' screen. The top toolbar contains several icons, including a 'Back' button (a green circle with a white left-pointing arrow). A red arrow points to this button. A red-bordered box contains the text: '28. Continue to click Back until the User Menu appears.'

The main content area shows a tree structure of offers:

- Offers 09/09/2003
 - US State of Arkansas
 - 00002912 Jane Smith
 - Misc Benefit Changes 09/01/2003 - 10/01/2003 ✓
 - Automatic offer
 - Anytime changes